

# **FBLA – Get the Edge!**

## **Middle Level Competitive Events Guidelines**

### **2008-2009 State Awards Program**

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Or contact the National FBLA website: [www.fbla-pbl.org](http://www.fbla-pbl.org). Click & hold on FBLA Middle Level button at the top; drag down to Document Library.

## INTRODUCTION TO FBLA

Build your business department and career/technology center enrollments by bringing business and education together through leadership, community service, and team-building opportunities. If you are a creative teacher in a business or a business-related area seeking new ways to bring the curriculum to life, inspire your middle level students to learn, and to make your job more interesting, then FBLA-ML is for you.

### Purpose

The purpose of FBLA-Middle Level Division is to provide, as an integral part of the instructional program, additional opportunities for students to explore, encounter, and experience positive leadership skills for their present lifestyles, as well as their future work.

### Goals

The specific goals of FBLA-Middle Level Division are to:

- **Strengthen** the confidence of students in themselves and their work.
- **Create** more interest in and understanding of entrepreneurial careers and American business enterprise.
- **Encourage** members in the development of individual projects that contribute to the improvement of home, business, and community.
- **Develop** character, prepare for useful citizenship, and foster patriotism.
- **Encourage and practice** efficient money management.
- **Encourage** scholarship and promote school loyalty.
- **Assist** students in the establishment of occupational goals.
- **Facilitate** the transition from school to work.

### Membership Benefits

Thousands of students across the nation are joining FBLA-Middle Level! FBLA-Middle Level teaches middle level students skills that are needed in every day life. Students also have the opportunity to be recognized at the local, state, and national levels. FBLA-Middle Level prepares students for "real-world" professional experiences.

## **FBLA Creed**

I believe education is the right of every person.

I believe the future depends on mutual understanding and cooperation among business, industry, labor, religious, family and educational institutions, as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all of these groups.

I believe every person should prepare for a useful occupation and carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

(Revised, FBLA, Inc., Board of Directors, May 9, 1984)

## FBLA REGIONS

Region 1

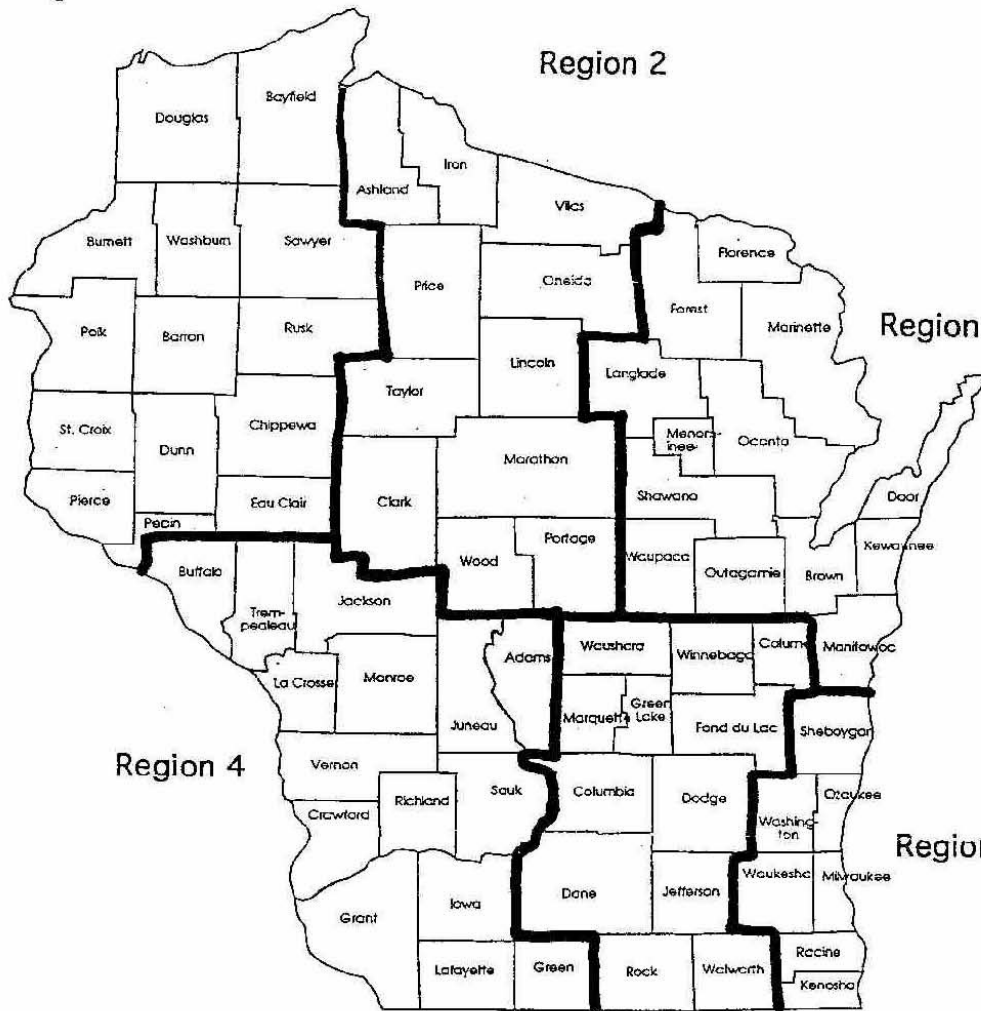
Region 2

Region 3

Region 4

Region 6

Region 5



## FBLA-PBL DRESS CODE

FBLA-PBL members and advisers should develop an awareness of the image one's appearance projects. The purpose of the dress code is to uphold the professional image of the association and its members and to prepare students for the business world.

Appropriate attire is required for all attendees – advisers, members, and guests – at all general sessions, competitive events, regional meetings, workshops, and other activities unless otherwise stated in the conference program. Conference name badges are part of this dress code and must be worn for all conference functions. For safety reasons, do not wear name badges when touring.

Professional attire acceptable for official FBLA-PBL activities include:

### Males

- ♦ Business suit with collar dress shirt, and necktie or
- ♦ Sport coat, dress slacks, collar shirt, and necktie or
- ♦ Dress slacks, collar shirt, and necktie.
- ♦ Banded collar shirt may be worn only if sport coat or business suit is worn.
- ♦ Dress shoes and socks.

### Females

- ♦ Business suit with blouse or
- ♦ Business pantsuit with blouse or
- ♦ Skirt or dress slacks with blouse or sweater or
- ♦ Business dress.
- ♦ Dress shoes.
- ♦ Nylons when wearing skirts and dresses. \*

### Inappropriate attire, for both men and women, includes:

- ♦ Jewelry in visible body piercing, other than ears
- ♦ Denim or chambray fabric clothing of any kind, overalls, shorts, skorts, stretch or stirrup pants, exercise or bike shorts
- ♦ Backless, see-through, tight-fitting, spaghetti straps, strapless, **extremely short**, or low-cut blouses/tops/dresses/skirts
- ♦ T-shirts, Lycra™, spandex, midriff tops, tank tops, bathing suits
- ♦ Sandals, athletic shoes, industrial work shoes, hiking boots, bare feet, or over-the-knee-boots
- ♦ Athletic wear, including sneakers
- ♦ Hats or flannel fabric clothing
- ♦ Bolo ties

**In order to encourage the participation of our valuable  
Middle Level FBLA Members**

Each member will be eligible to compete  
in the following:

**One (1) Written Test**

(Career Exploration, Intro to Business Math,  
Intro to FBLA Principles and Procedures, or Proofreading and Editing)

**One (1) Performance Test**

(Desktop Publishing, FBLA Creed Speaking, Intro to Public Speaking,  
Keyboarding I, Keyboarding II, or Spreadsheet),

**One (1) Pre-judged Test**

(Computer Slide Show Presentation and Web Page Creation)

Chapter Events are NOT included in the one test limit.  
The entire chapter membership may contribute to this  
entry.

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# **Competitive Events Guidelines 2008**

## Career Exploration

### Individual Event

#### DESCRIPTION

- *Refer to National Competitive Event Guidelines.*

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in the Wisconsin Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

#### ADMINISTRATION OF EVENTS

SLC
Objective test.

#### JUDGING

- All judges' decisions are final.

## Computer Slide Show Presentation

Individual or Team Event

### DESCRIPTION

- *Refer to National Competitive Event Guidelines.*

### ELIGIBILITY

- Each chapter may submit one slide show from its active local Middle Level chapter.
- Entries may be created by an individual member or by a team, not to exceed three (3) members.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- All entries must be received by the State Office by **March 4**.

### 2008-2009 TOPIC

The topic to be developed for this slide show and submitted for competition is:

*You have been asked to create a slide show that promotes the Middle Level Achievement Program.*

### PROCEDURES

- The slide show must address the topic in the Description section. Entries will be judged according to the rating sheet.
- Presentations should be at least one (1) minute and no more than three (3) minutes in length.
- Presentations may be submitted on a CD or disk. Instructions should be included with the entry, describing the procedures necessary to run the presentation, including the software used. All software and the required elements should be included (i.e., pack-and-go) so the judges can view the presentation on any system.
- Presentations should be clearly labelled with the name of the student participant(s), school name, and state.

### ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by <b>March 4</b> .

### RATING SHEET

- *Refer to rating sheet in the National Competitive Events Guidelines.*

### JUDGING

- All judges' decisions are final.

## Desktop Publishing

### Team Event

#### DESCRIPTION

- *Refer to National Competitive Event Guidelines.*

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

#### ADMINISTRATION OF EVENTS

SLC
Skills test on the computer.
May only use one computer for the event.
Individual Member Event or Team Event --not to exceed three (3) members.

#### JUDGING

- All judges' decisions are final.

## FBLA Creed Speaking

### Team Event

#### DESCRIPTION

- Each team member must speak equally in the presentation.
- No note cards will be permitted, the presentation must be memorized.
- The presentation must not exceed 3 minutes; points will be deducted if the presentation goes over the allotted time.
- No National Level Equivalent.

#### ELIGIBILITY

- Each chapter may submit enter one team, not to exceed three (3) members from their local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.

#### ADMINISTRATION OF EVENTS

SLC
Performances will be on Thursday
Order of performances is random.
Performances open to conference delegates, except performing participants of this event.

#### JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.

# FBLA Creed Speaking

## Performance Rating Sheet

	Not Demonstrated	Does not meet expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Accurate delivery of the Creed	0	1-6	7-13	14-20	
Equal participation of team members	0	1-6	7-13	14-20	
<b>Knowledge of Topic</b>					
Understanding concepts of Creed	0	1-5	6-10	11-15	
Demonstration of ability to effectively answer questions	0	1-5	6-10	11-15	
<b>Delivery</b>					
Voice quality and diction	0	1-3	4-7	8-10	
Appropriate gestures and eye contact	0	1-3	4-7	8-10	
Self-confidence, initiative, and assertiveness	0	1-3	4-7	8-10	
<b>Subtotal</b>				<b>100 MAX</b>	
<b>Time Penalty</b> Deduct five (5) points for memorized recitation exceeding 3 minutes					
<b>Dress Code Penalty</b> Deduct five (5) points for dress code					
<b>Final Score</b>				<b>100 MAX</b>	

Name(s): \_\_\_\_\_

School: \_\_\_\_\_

Judge's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's Comments:

## Introduction to Business Math

### Individual Event

#### DESCRIPTION

- Acquiring the ability to solve common business mathematical problems is a basic skill needed by all prospective business employees. This event provides recognition for FBLA members who demonstrate an understanding of basic math functions needed in business.
- No National Level Equivalent.

#### OBJECTIVE TEST COMPETENCIES

- Basic math concepts
- Decimals
- Fractions
- Percentages
- Discounts
- Consumer credit

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC..

#### ADMINISTRATION OF EVENTS

SLC
Objective test.

#### JUDGING

- All judges' decisions are final.

## Introduction to FBLA Principles & Procedures

### Individual Event

#### DESCRIPTION

- Members in FBLA should be knowledgeable about the association and the information found in the official publications. This event provides recognition for FBLA members who are interested in learning about the background and current information of FBLA.
- No National Level Equivalent.

#### OBJECTIVE TEST COMPETENCIES

- General information about the FBLA-PBL organization
- Other facts found in the FBLA Chapter Management Handbook
- Official FBLA-PBL publications (Tomorrow's Business Leader, FBLA Advisers' Hotline, and any other official publication)
- FBLA-PBL Goals
- FBLA-PBL Creed
- FBLA Bylaws

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC..

#### ADMINISTRATION OF EVENTS

SLC
Objective test.

#### JUDGING

- All judges' decisions are final.



## Introduction to Public Speaking

### Individual Event

#### DESCRIPTION

- This event recognizes FBLA members who are beginning to develop qualities of business leadership by developing effective speaking skills.
- The speech must be of a business nature and include at least one (1) of the nine (9) FBLA goals.
- Speeches should be approximately 3 minutes in length; note penalty points on rating sheet.
- No National Level Equivalent.

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC..

#### ADMINISTRATION OF EVENTS

SLC
Performances will be on Thursday
Order of performances is random.
Performances open to conference delegates, except performing participants of this event.

#### JUDGING

- The rating sheet(s) for the judge's use are attached.
- All decisions of the judges are final.

# Introduction to Public Speaking

## Performance Rating Sheet

EVALUATION ITEM	Not Demonstrated	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Points Earned
<b>Content</b>					
Relation to FBLA-PBL Goals	0	1-5	6-10	11-15	
Purpose Clearly Stated	0	1-5	6-10	11-15	
Suitability and Accuracy of Statements	0	1-5	6-10	11-15	
<b>Organization</b>					
Topic Adequately Developed	0	1-5	6-10	11-15	
Logical Sequence of Ideas	0	1-5	6-10	11-15	
Accomplishment of Purpose	0	1-5	6-10	11-15	
Delivery					
Voice Quality and Diction	0	1-5	6-10	11-15	
Appropriate Gestures and Eye Contact	0	1-5	6-10	11-15	
Self Confidence, Initiative, and Assertiveness	0	1-5	6-10	11-15	
Extent to which speech was sincere, interesting, clear, creative, convincing, and concise	0	1-5	6-10	11-15	
<b>Subtotal</b>				<b>100/MAX</b>	
<b>Time Penalty</b> Deduct five (5) points for presentation under 2:31 or over 3:29 minutes.					
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.					
<b>Final Score</b>				<b>100/MAX</b>	

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judges Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judges Comments:

## Keyboarding Applications I

### Individual Event

#### DESCRIPTION

- *Refer to National Competitive Event Guidelines.*

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

#### ADMINISTRATION OF EVENTS

SLC
Skills test on the computer.

#### JUDGING

- All judges' decisions are final.

## Keyboarding Applications II

### Individual Event

#### DESCRIPTION

- *Refer to National Competitive Event Guidelines.*

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

#### ADMINISTRATION OF EVENTS

SLC
Skills test on the computer.

#### JUDGING

- All judges' decisions are final.

## Proofreading & Editing

### Individual Event

#### DESCRIPTION

- *Refer to National Competitive Event Guidelines.*

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

#### ADMINISTRATION OF EVENTS

SLC
Objective Test.

#### JUDGING

- All judges' decisions are final.

## Spreadsheet

### Individual Event

#### DESCRIPTION

- *Refer to National Competitive Event Guidelines.*

#### ELIGIBILITY

- Must be a member enrolled in grades 5-9 of the current school year and a member of a registered Middle Level chapter.
- Middle Level students are allowed to compete in any event for which they meet the qualifications as outlined in Competitive Events Guidelines for each event.
- However, Middle Level students **WILL NOT** be allowed to compete in High School Level events (individual or team) at the State Leadership Conference. A Middle Level student may compete at the State Leadership Conference in Middle Level Events only.
- Participants must not have placed first in this event at a previous SLC or received national level recognition.

#### ADMINISTRATION OF EVENTS

SLC
Skills test on the computer.

#### JUDGING

- All judges' decisions are final.

## Web Page Creation

### Individual or Team Event

#### DESCRIPTION

- Refer to *National Competitive Event Guidelines*.
- Develop a web page based on this topic:

#### 2008-09 TOPIC

*Create a web page that will promote your FBLA chapter, news and/or activities.*

#### ELIGIBILITY

- Each chapter may submit one web page creation from its active local Middle Level chapter.
- Entries may be created by an individual member or by a team, not to exceed three (3) members.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- All entries must be received by the State Office by **March 4**.

#### PROCEDURE

- The Web page may be one or two pages with at least one link.
- The Web page must address the topic in the Description section. Entries will be judged according to the rating sheet.
- Web pages must be submitted on a CD and must be viewable with a variety of browsers (Netscape, MS Explorer, etc.)
- Presentations should be clearly labelled with the name of the student participant(s), school name, and state.

#### ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by <b>March 4</b> .

#### RATING SHEET

- Refer to rating sheet in the *National Competitive Events Guidelines*.

#### JUDGING

- All judges' decisions are final.

## American Enterprise Project

### Chapter Event

#### DESCRIPTION

- Refer to *National Competitive Event Guidelines*.

#### ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 4**.

#### REPORT CONTENTS

- Projects must be keyed in the order of the questions listed in the Project Format section and be no more than five pages including the coversheet and attachments.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may not be laminated or bound in sheet protectors.
- Projects may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Projects should be stapled in the upper left-hand corner with the cover sheet.
- The project must describe an activity on American Enterprise/Free Enterprise that was conducted during the current school year.
- Use the form provided on page nineteen for the cover format.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.

#### PROJECT FORMAT

The project report will consist of questions and answers. Key the following questions followed with your comments and description.

- Describe the chapter's American Enterprise Project.
- State the purpose and/or goals of the project. The purpose and/or goals should be keyed as numbers or bullets.
- Describe how the chapter chose this particular project as an American Enterprise activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the school or community.
- Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
- Pictures may be incorporated into the report.

#### ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by <b>March 4</b> .

#### RATING SHEET

- Refer to *rating sheet in the National Competitive Events Guidelines*.

#### JUDGING

- All judges' decisions are final.

## Community Service Project

### Chapter Event

#### DESCRIPTION

- Refer to *National Competitive Event Guidelines*.

#### ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL national center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 4**.

#### REPORT CONTENTS

- Projects must be keyed in the order of the questions listed below in the Project Format section and be no more than five pages including the cover sheet and attachments.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may not be laminated or bound in sheet protectors.
- Projects may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Projects should be stapled in the upper left-hand corner with the cover sheet.
- Use the form provided on page nineteen for the cover format.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.

#### PROJECT FORMAT

The project report will consist of questions and answers. Key the following questions followed with your comments and description.

- Describe the chapter's Community Service Project.
- State the purpose and/or goals of the project. The purpose and/or goals should be keyed as number or bullets.
- Describe how the chapter chose this particular project as a community service activity.
- Describe the steps the chapter members used to plan and develop the project.
- Describe how the chapter completed the project.
- Describe why this project is unique.
- Explain the benefits and impact your project had on the community and its citizens.
- Explain and give evidence of how the project was publicized by attaching at least one article, flyer, etc.
- You may incorporate pictures into the report.

#### ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by <b>March 4</b> .

#### RATING SHEET

- Refer to *rating sheet in the National Competitive Events Guidelines*.

#### JUDGING

- All judges' decisions are final.

## Local Chapter Activities Project

### Chapter Event

#### DESCRIPTION

- *Refer to National Competitive Event Guidelines.*

#### ELIGIBILITY

- Each chapter may submit one report from its active local Middle Level chapter.
- Active local Middle Level chapters are those who are on record in the FBLA-PBL National Center as having paid dues by November 15 of the current school year.
- A Middle Level chapter **WILL NOT** be permitted to submit an entry in the High School level competition.
- Reports must be received by the State Office by **March 4**.

#### REPORT CONTENTS

- Reports must not exceed a total of five pages including cover sheet and other documentation.
- Pages must be on standard 8 ½ x 11" paper.
- Pages may be single- or double-spaced.
- Each side of the paper providing information is counted as a page.
- Copies should be sent rather than important original documents.
- Scrapbooks and loose or bulky exhibits are not acceptable.
- Reports should be stapled in the upper left-hand corner with the cover sheet. Use the cover sheet format provided on page nineteen.
- Reports must describe activities of the chapter that were conducted during the current school year.
- The project should be the work of an individual or multiple Middle Level FBLA members and not the adviser.
- Reports should follow the rating sheet content.

#### ADMINISTRATION OF EVENTS

RLC	SLC
There is no regional counterpart.	Due to State Office by <b>March 4</b> .

#### RATING SHEET

- *Refer to rating sheet in the National Competitive Events Guidelines.*

#### JUDGING

- All judges' decisions are final.



Cover Sheet for

**American Enterprise Project  
Community Service Project  
Local Chapter Activity Report**

School \_\_\_\_\_ State \_\_\_\_\_

Chapter \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_ Fax number \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_  
(city) (state) (zip)  
Principal's Name \_\_\_\_\_

Adviser's Name \_\_\_\_\_

# **Middle Level Recognition & Awards 2008**

## Outstanding Middle Level Adviser Recognition

*Refer to the National Competitive Event Guidelines for procedure and rating sheet.*

### ELIGIBILITY

- All active local chapters are eligible to submit one adviser for this recognition per school year.
- The nominee must have taught at least three (3) years at the Middle Level and have been an active FBLA-ML adviser for three (3) years.

### REGULATIONS

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Competitive Event Guidelines.
- The nominee must include a letter of recommendation from a current FBLA-ML member.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 4** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.

## Outstanding Middle Level Member Recognition

*Refer to the National Competitive Event Guidelines for procedure and rating sheet.*

### ELIGIBILITY

- All active local chapters are eligible to submit one student for this recognition per school year.
- The nominee must be on record as having dues paid by **November 15** of the current school year.

### REGULATIONS

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Guidelines.
- The nominee must include a letter of recommendation from the current FBLA-ML adviser.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 4** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.

## Outstanding Middle Level Supporter Recognition

*Refer to the National Competitive Event Guidelines for procedure and rating sheet.*

### **ELIGIBILITY**

- All active local chapters are eligible to submit one person for this recognition per school year.
- Nominees may be members of an educational institute (non-teaching staff) or the business community.

### **REGULATIONS**

- The nominee must submit a biographical sketch of no more than two (2) pages that includes the information outlined in the procedure section in the National Guidelines.
- The nominee must include a letter of recommendation from the current FBLA-ML adviser.
- The nominee's biographical sketch and letter of recommendation must be submitted to the State Office by **March 4** of the current year.
- A panel of judges will rate all nominees and select the top individual deserving state recognition.
- The individual selected as the top individual in this event becomes Wisconsin's entry for national recognition.

**MEMBERSHIP ACHIEVEMENT AWARD FORM**

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one: ☐ FBLA ☐ PBL ☐ FBLA-Middle Level

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Awarded to chapters that maintained or increased their membership over prior year levels.

Number of current year members: \_\_\_\_\_ Number of prior year members: \_\_\_\_\_

Send to: FBLA-PBL Membership Awards

Postmarked by: April 1

1912 Association Drive

Reston, VA 20191-1591

or fax: 866.500.5610



## 100 PERCENT CLASS PARTICIPATION FORM

*Please type or print clearly.*

School Name: \_\_\_\_\_ Chapter Number: \_\_\_\_\_

Check one: ☐ FBLA ☐ PBL ☐ FBLA-Middle Level

Lead Adviser: \_\_\_\_\_ Chapter President: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Awarded to chapters that have signed up 100 percent of all registered students in a business or business-related class.

Attach a class roster and copy of your chapter's membership reporting form.

Class Title: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Send to: FBLA-PBL Membership Awards  
1912 Association Drive  
Reston, VA 20191-1591

Postmarked by: April 1

or fax: 866.500.5610



## Night of the Body Snatchers I

**Goal** – To ignite recruiting efforts at the local level by offering incentives to individual members who “snatch” two (2) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Business Level.

### ***Night of the Body Snatchers***

FBLA-Middle Level Members who recruit two NEW members and submit the accompanying *Body Snatchers I* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Business Level of the Middle Level Achievement Awards—Individual Membership Recognition.

*Clip off and send the form below.*

Member's Name: \_\_\_\_\_ Chapter No: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Adviser: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_ School Phone: \_\_\_\_\_

Recruited two new members: (List names of new members in the blanks below.)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be received by April 1 to:

FBLA-Middle Level Membership Awards  
1912 Association Drive  
Reston, Virginia 20191-1591  
Fax: 866.500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.



## Night of the Body Snatchers II

**Goal** – To double recruiting efforts at the local level by offering incentives to individual members who double their recruiting efforts and “snatch” four (4) new FBLA-Middle Level members. This membership recruitment program is tied directly into Middle Level Achievement Awards Program (MAP) and coincides with the Enterprise Award.

### ***Night of the Body Snatchers II***

In this sequel award, FBLA-Middle Level Members who recruit four NEW members, doubling their recruitment efforts, and submit the accompanying *Body Snatchers II* form by March 1 will receive recognition on the national Web site. This program fulfills one of the requirements of the Enterprise Level of the Middle Level Achievement Awards—Individual Membership Recognition.

*Clip off and send the form below.*

-----

Member's Name: \_\_\_\_\_ Chapter No: \_\_\_\_\_

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Lead Adviser: \_\_\_\_\_

Lead Adviser's E-mail: \_\_\_\_\_ School Phone: \_\_\_\_\_

Recruited four new members: (List names of new members in the blanks below.)

1. Name: \_\_\_\_\_

2. Name: \_\_\_\_\_

3. Name: \_\_\_\_\_

4. Name: \_\_\_\_\_

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Lead Adviser Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Must be received by April 1 to:

FBLA-Middle Level Membership Awards  
1912 Association Drive  
Reston, Virginia 20191-1591  
Fax: 866.500.5610

Forms will be accepted throughout the year. Final postmark deadline is April 1.





## Outstanding Middle Level Recognition

Check one and submit biographical sketch with this nomination form:

- ☐ Outstanding Middle Level Adviser
- ☐ Outstanding Middle Level Member
- ☐ Outstanding Middle Level Supporter

Nominee's Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/School: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

State

Zip

E-mail: \_\_\_\_\_

School: \_\_\_\_\_

Chapter Number: \_\_\_\_\_ Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

State

Zip

Adviser(s): \_\_\_\_\_

Name of the person submitting nomination who may be contacted for more information.

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone No.: \_\_\_\_\_

# Middle Level Achievement Program (MAP)—Individual Achievement

## INDIVIDUAL MEMBERSHIP RECOGNITION PROGRAM OVERVIEW

This individual member program is designed to reward those FBLA-Middle Level members who excel in their participation in a variety of activities in the areas of service, education, and leadership. Members simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by March 1.

**Level 1: Entrepreneur Level**—This award focuses on basic business skills, introduction to community service, and FBLA-Middle Level involvement at the local level; entries are certified by the local chapter adviser. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser so that they can be awarded at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

**Level 2: Business Level**—Certified by the local chapter adviser. This award focuses on chapter activities, intermediate business skills, and leadership in the community. Entries must be submitted to the national center. Pins will be sent to the local chapter adviser for presentation at a local awards ceremony or local FBLA-Middle Level event. An entry form and supporting documentation are required for this award.

**Level 3: Enterprise Level**—Certified by the local chapter adviser. This award focuses on chapter and leadership activities, advanced business skills, and community and school leadership. All documentation must be submitted to the national center. Names of qualifying students and pins will be sent to the state chairman/adviser so that awards can be presented at the district or the state leadership conference, if desired.

All entries become the property of FBLA-PBL, Inc., and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

**Due Date:** Must be postmarked by March 1.

**Mail to:** Middle Level Achievement Program, 1912 Association Drive, Reston, VA 20191-1591.

*NOTE: Members may complete more than one level in a year. Levels do not build on each other. Activities should be conducted using word processing, spreadsheet, database, and presentation software functions where appropriate.*



## COVER SHEET



- ☐ Individual Program (check the appropriate level)
- ☐ Entrepreneur Level
  - ☐ Business Level
  - ☐ Enterprise Level
- ☐ Chapter Program
- ☐ Excellence Award

(Please type or print clearly.)

Member's Name: _____	Chapter Number: _____
Lead Adviser's Name: _____	Salutation (circle one): Dr. Mr. Mrs. Ms.
School Name: _____	Lead Adviser's Phone: _____
School Address: _____	Lead Adviser's E-mail: _____
City, State, Zip: _____	
Signature of Lead Adviser: _____	
<i>(National use only)</i>	
Date Received: _____	Date Processed: _____



## LEVEL 1: ENTREPRENEUR LEVEL

### Entry Form

**Note:** Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete eight (8) activities from four (4) sections. Entrepreneur Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

<b>School/Community Service</b> Complete two (2) activities.	<b>Education</b> Complete two (2) activities. The first one (1) is required.	<b>Leadership</b> Complete two (2) activities. The first one (1) is required.	<b>Career Exploration</b> Complete two (2) activities. The first one (1) is required.
<input type="checkbox"/> 1. Donate at least five (5) hours of service to one of your teachers. Hours: _____ Teacher: _____ Adviser's initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Complete the Parliamentary Procedures crossword puzzle. ( <i>Attach completed puzzle.</i> )	<input type="checkbox"/> 1. <b>Required.</b> Attend two (2) chapter meetings. Dates of Meetings: _____ Adviser's Initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Interview a family member about his/her career. ( <i>Attach completed Family Member Interview Question form on page V-25.</i> )
<input type="checkbox"/> 2. Help your chapter adviser with activities to promote American Enterprise Day or FBLA-PBL Week. ( <i>Attach a 50-word summary of the project.</i> ) Adviser's initials: _____	<input type="checkbox"/> 2. Key the FBLA-PBL Mission Statement (page V-25), insert clip art, and center it on a sheet of paper. ( <i>Attach a copy.</i> )	<input type="checkbox"/> 2. Participate in an individual FBLA-Middle Level competitive recognition event. Event: _____ Adviser's Initials: _____	<input type="checkbox"/> 2. List five (5) positive characteristics about yourself. ( <i>Attach characteristics.</i> )
<input type="checkbox"/> 3. Participate in your chapter's community service project committee. ( <i>Attach a 50-word summary of the project.</i> )	<input type="checkbox"/> 3. Read an article or story from <i>Tomorrow's Business Leader</i> . ( <i>Attach a 100-word summary of the article or story.</i> )	<input type="checkbox"/> 3. Bring a friend to a meeting. Name: _____	<input type="checkbox"/> 3. Explain the importance of a dress code in the workplace. ( <i>Attach a 50-word summary.</i> )
<input type="checkbox"/> 4. Create a promotional piece such as a flyer, poster, or bulletin board encouraging students to join the local chapter. ( <i>Attach a sample of the flyer, poster, or a picture of the bulletin board.</i> )	<input type="checkbox"/> 4. Identify five characteristics of an effective leader. ( <i>Attach characteristics and explain how FBLA-Middle Level can help you achieve them.</i> )	<input type="checkbox"/> 4. Sign up for a local chapter committee. Committee Name: _____	<input type="checkbox"/> 4. List five personal goals. ( <i>Attach goals.</i> )

Student's Signature \_\_\_\_\_

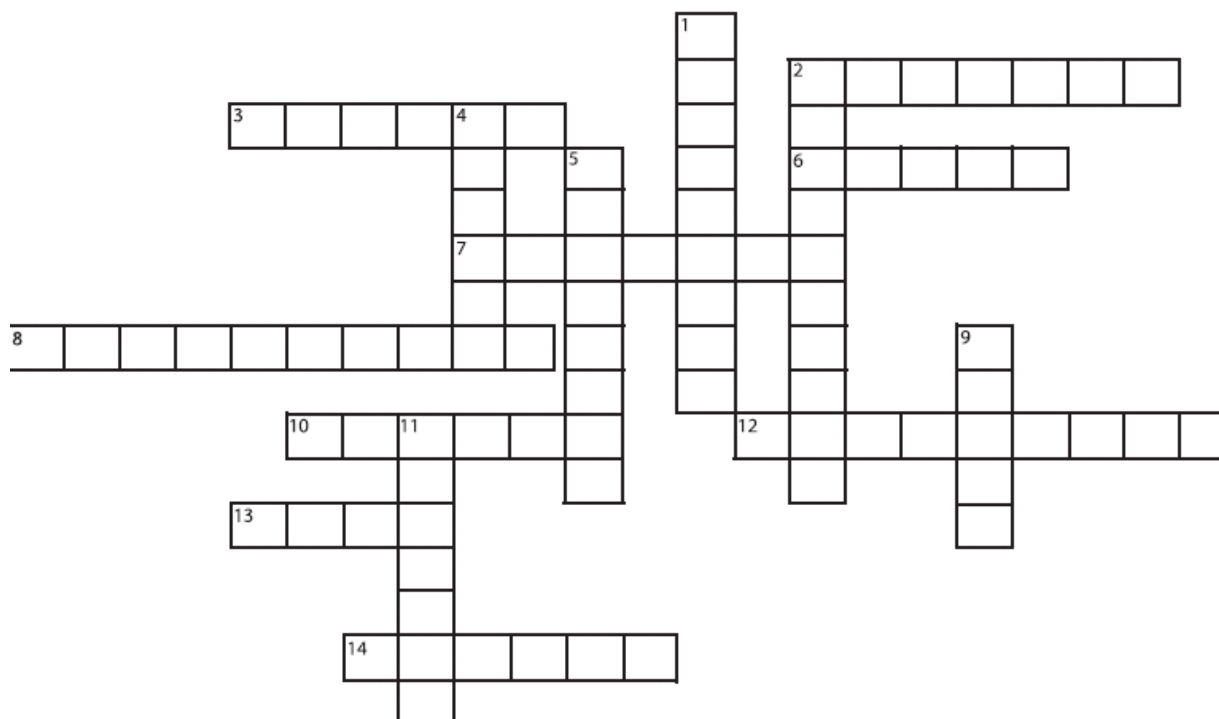
Lead Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_



# Parliamentary Procedures Crossword Puzzle and Answer Key

## Entrepreneur Level



### ACROSS

2. To cancel a previous action.
3. A framework for discussion.
6. The person presiding.
7. To close the meeting.
8. Motions that concern matters of immediate importance.
10. To send a pending question to a small group.
12. Prepares and reads the minutes of the meeting.
13. Motions whose introductions bring business before the assembly.
14. A short intermission that does not close the meeting.

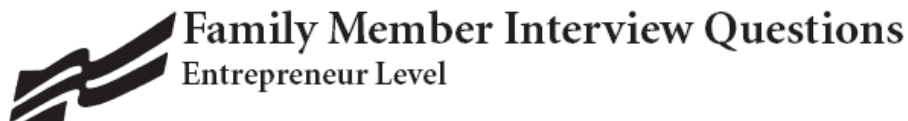
### DOWN

1. Receives and acts as custodian of chapter funds.
2. To bring back a motion that has already been voted on.
4. Discussion of the merits of a motion.
5. Over half the members present and voting.
9. A motion to modify the wording of a motion.
11. Record of the proceedings of a meeting.

**KEY:** Across – (2) rescind (3) agenda (6) chair (7) adjourn (8) privileged (10) commit (12) secretary (13) main (14) recess and Down – (1) treasurer (2) reconsider (4) debate (5) majority (9) amend (11) minutes

**FBLA-PBL Mission**

*Our mission is to  
bring business and education  
together in a positive  
working relationship  
through innovative leadership  
and career development programs.*



- What is the family member's name and job title?
- What company does he/she work for?
- What are the duties of the job?
- What special training or education does this job require?
- What personal qualifications are helpful for this job?
- What are the advantages and disadvantages of this job?
- What is the salary range of a worker who has this job?
- What forms of technology are used in this job?
- What is the best part of this job?
- Other:





## LEVEL 2: BUSINESS LEVEL

### Entry Form

**Note:** Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete nine (9) activities from four (4) sections. Business Level recipients receive a lapel pin at a local chapter meeting or awards banquet.

School/Community Service Complete two (2) activities.	Education Complete two (2) activities. The first one (1) is required.	Leadership Complete three (3) activities. Two (2) are required.	Career Exploration Complete two (2) activities.
<input type="checkbox"/> 1. Design a FBLA-Middle Level chapter exhibit to be displayed at a chapter or school event. <i>(Attach a scanned photo of the exhibit.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Complete the FBLA-Middle Level Spelling Test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____ Adviser's Initials: _____	<input type="checkbox"/> 1. <b>Required.</b> Participate in the Night of the Body Snatchers I membership recruitment program. See page V-33. <i>(Attach completed form.)</i>	<input type="checkbox"/> 1. Design a bumper sticker with quotes that reflect positive values that may include responsibility, respect, and ethics. <i>(Attach design.)</i>
<input type="checkbox"/> 2. Participate in a literacy project, i.e., a tutoring program for elementary students, a book drive, or reading to elementary students. <i>(Attach a 50-word summary.)</i> Adviser's initials: _____	<input type="checkbox"/> 2. Help present the FBLA-PBL history presentation skit <i>(See the National Organization section of the Chapter Management Handbook on page VII-14)</i> at a local chapter meeting. Meeting Date: _____ Adviser's Initials: _____	<input type="checkbox"/> 2. <b>Required.</b> Complete the FBLA-PBL Creed worksheet on page V-28. <i>(Attach completed worksheet.)</i>	<input type="checkbox"/> 2. Research a career in business. <i>(Attach a one-page report.)</i>
<input type="checkbox"/> 3. Create a poster or a flyer about the March of Dimes to hand out at a local chapter meeting to create support and awareness. <i>(Attach a copy of the flyer or poster.)</i>	<input type="checkbox"/> 3. In 50 words or less, describe why a free enterprise system is important. <i>(Attach paragraph.)</i>	<input type="checkbox"/> 3. Make a presentation about the "Benefits of Joining FBLA-Middle Level" to one of your classes. <i>(Attach outline of presentation.)</i> Adviser's Initials: _____	<input type="checkbox"/> 3. Identify one (1) personal strength and one (1) personal weakness. Describe what you can do to overcome this weakness. <i>(Attach strength, weakness, and description.)</i>
<input type="checkbox"/> 4. Serve on a community service committee that is planning a project to either promote or raise money for the March of Dimes or for a state service project. <i>(Attach a 50-word description of this project.)</i>	<input type="checkbox"/> 4. Obtain at least two (2) business cards from businesspeople in your community. <i>(Copy business cards and attach them.)</i>	<input type="checkbox"/> 4. Submit an article about a chapter activity to your school or local newspaper or <i>Tomorrow's Business Leader</i> . <i>(Attach a copy of the article.)</i>	<input type="checkbox"/> 4. List 10 questions that you may be asked in a job interview. <i>(Attach questions.)</i>

---

 Student's Signature

---

 Lead Adviser's Signature

---

 Date



## Spelling List and Test

### Business Level Award

#### SPELLING LIST

Study the following words for the spelling test. The test will consist of 20 of these words.

1. accordance	The two agreements, although stated differently, are in <i>accordance</i> .
2. adjacent	Her office is <i>adjacent</i> to mine.
3. aggravate	His hasty, unwise decision tended to <i>aggravate</i> the situation.
4. altogether	That statement was <i>altogether</i> confusing and misleading.
5. approximately	<i>Approximately</i> 100 people attended the meeting.
6. argue	No one could <i>argue</i> with the action she took.
7. attendance	<i>Attendance</i> at the seminar was twice that expected.
8. auxiliary	During holidays, many stores hire part-time <i>auxiliary</i> employees.
9. beginning	<i>Beginning</i> employees receive entry-level wages.
10. categories	Suggestions were made for each of the <i>categories</i> .
11. changeable	The computer market is highly <i>changeable</i> .
12. choose	Employees <i>choose</i> the benefit plan that best suits their needs.
13. claimant	The <i>claimant</i> received a refund.
14. collateral	She pledged her house as <i>collateral</i> for the business loan.
15. compliance	All procedures were in <i>compliance</i> with the rules.
16. consistent	Their actions were <i>consistent</i> with their words.
17. corporation	The <i>corporation</i> issued its annual report.
18. council	The city official attended a <i>council</i> meeting.
19. deductible	The tax laws resulted in many expenses no longer being <i>deductible</i> .
20. desirable	Handling supplies that way is neither economical nor <i>desirable</i> .
21. device	This new machine has an additional safety <i>device</i> .
22. effort	The extra <i>effort</i> paid off.
23. principal	Our <i>principal</i> business is printing sales catalogs.
24. privilege	It is a <i>privilege</i> to serve you fine food at reasonable prices.
25. referred	His problem was <i>referred</i> to an expert.
26. stationery	Be sure to visit our recently expanded <i>stationery</i> department.
27. supersede	The new labor contract will <i>supersede</i> the one signed in 2003.
28. twelfth	This is the <i>twelfth</i> modem that has been installed today.
29. ventilation	A heat pump will control the <i>ventilation</i> in winter and in summer.
30. wrench	The plumber used a <i>wrench</i> to tighten a bolt on the pipe.

#### SPELLING TEST

1. aggravate	His hasty, unwise decision tended to <i>aggravate</i> the situation.
2. altogether	That statement was <i>altogether</i> confusing and misleading.
3. attendance	<i>Attendance</i> at the seminar was twice that expected.
4. auxiliary	During holidays many stores hire part-time <i>auxiliary</i> employees.
5. categories	Suggestions were made for each of the <i>categories</i> .
6. changeable	The computer market is highly <i>changeable</i> .
7. claimant	The <i>claimant</i> received a refund.
8. collateral	She pledged her house as <i>collateral</i> for the business loan.
9. compliance	All procedures were in <i>compliance</i> with the rules.
10. consistent	Their actions were <i>consistent</i> with their words.
11. council	The city official attended a <i>council</i> meeting.
12. deductible	The tax laws resulted in many expenses no longer being <i>deductible</i> .
13. desirable	Handling supplies that way is neither economical nor <i>desirable</i> .
14. principal	Our <i>principal</i> business is printing sales catalogs.
15. privilege	It is a <i>privilege</i> to serve you fine food at reasonable prices.
16. referred	His problem was <i>referred</i> to an expert.
17. stationery	Be sure to visit our recently expanded <i>stationery</i> department.
18. supersede	The new labor contract will <i>supersede</i> the one signed in 2001.
19. twelfth	This is the <i>twelfth</i> modem that has been installed today.
20. ventilation	A heat pump will control the <i>ventilation</i> in winter and in summer.





## FBLA-PBL Creed Worksheet

Fill in the blanks of the Creed. You may find the FBLA-PBL Creed in the National Organization section of the *Chapter Management Handbook*, page VII-3 or on the Web site at [www.fbla-pbl.org](http://www.fbla-pbl.org).

I believe \_\_\_\_\_ is the \_\_\_\_\_ of every person.

I believe the \_\_\_\_\_ depends on mutual \_\_\_\_\_ and \_\_\_\_\_ among business, industry, \_\_\_\_\_, religious, family, and educational institutions as well as \_\_\_\_\_ around the world. I \_\_\_\_\_ to do my utmost to bring about \_\_\_\_\_ and \_\_\_\_\_ among all of these groups.

I believe every \_\_\_\_\_ should prepare for a useful \_\_\_\_\_ and carry on that \_\_\_\_\_ in a manner that brings the greatest \_\_\_\_\_ to the greatest number.

I believe every \_\_\_\_\_ should actively \_\_\_\_\_ toward improving \_\_\_\_\_, \_\_\_\_\_, community, and \_\_\_\_\_ life.

I believe every \_\_\_\_\_ has the right to \_\_\_\_\_ a living at a useful \_\_\_\_\_.

I believe every \_\_\_\_\_ should take responsibility for carrying out assigned \_\_\_\_\_ in a manner that brings credit to self, associates, school, and community.

I believe I have the \_\_\_\_\_ to work efficiently and to \_\_\_\_\_ clearly. I \_\_\_\_\_ to use my \_\_\_\_\_ to make the world a better place for everyone.



## LEVEL 3: ENTERPRISE LEVEL

### Entry Form

**Note:** Attach cover sheet and documentation with this entry form, postmarked by March 1. FBLA-Middle Level members must complete 10 activities from four (4) sections. Enterprise Level recipients receive lapel pins at the district/regional or state level. The national center staff will remit the names of winners and pins to state advisers/chairs.

School/Community Service Complete two (2) activities.	Education All four (4) activities are required.	Leadership Complete two (2) activities. The first one (1) is required.	Career Exploration Complete two (2) activities.
<input type="checkbox"/> 1. Volunteer to participate in a project to benefit senior citizens; i.e., yard work, spend time with nursing home residents, decorate pumpkins for a nursing home, organize an Internet class for senior citizens. <i>(Attach a 100-word summary describing how you benefited from the project.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Complete the Business Plan Project by yourself or with a partner. See the instruction sheet following this section on page V-30. <i>(Attach completed project.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Participate in the Night of the Body Snatchers II membership recruitment program. See page V-34. <i>(Attach completed form.)</i>	<input type="checkbox"/> 1. Write down one personal achievement from each age period. 2–5 years: _____ 6–9 years: _____ 10–13 years: _____ <i>(In 100 words reflect on the significance of each.)</i>
<input type="checkbox"/> 2. Mentor a new FBLA-Middle Level member or shadow a high school FBLA member. <i>(Attach a 100-word summary describing the experience.)</i>	<input type="checkbox"/> 2. <b>Required.</b> List the different steps in the decision-making process. Discuss (in 100 words or less) how you could apply this to solving problems in your daily life and in FBLA-Middle Level.	<input type="checkbox"/> 2. Serve as a local officer or chairman of a local chapter committee. Position: _____	<input type="checkbox"/> 2. Shadow a businessperson in a career that interests you. Person Shadowed: _____ Business: _____ Date: _____ Adviser's Initials: _____
<input type="checkbox"/> 3. Design a card to distribute to your local adviser during Adviser Appreciation Day. <i>(Attach the card.)</i>	<input type="checkbox"/> 3. <b>Required.</b> Complete the FBLA-Middle Level Business Math test with a score of 90 percent or better. <i>(Attach completed test.)</i> Date Completed: _____ Score: _____	<input type="checkbox"/> 3. With your local adviser, plan a social activity for the chapter. <i>(Attach completed Project Planning Form on page V-32.)</i> Activity: _____ Date: _____	<input type="checkbox"/> 3. Write a letter to an area business requesting information about desirable employee characteristics. <i>(Attach copy of the letter.)</i>
<input type="checkbox"/> 4. List ten fun activities or icebreakers that your local chapter adviser could use at local chapter meetings. <i>(Attach fun activities/icebreakers.)</i>	<input type="checkbox"/> 4. <b>Required.</b> Research a person from history that you admire for his/her leadership skills. Give an oral presentation in one of your classes or at a chapter meeting. Person: _____ Date Presented: _____ Adviser's Initials: _____	<input type="checkbox"/> 4. Write a letter inviting a businessperson to speak at a chapter meeting or activity. <i>(Attach letter.)</i>	<input type="checkbox"/> 4. Explore a business career and use the Internet to research what this career is like in three different countries. <i>(Attach written report.)</i>

Student's Signature \_\_\_\_\_

Lead Adviser's Signature \_\_\_\_\_

Date \_\_\_\_\_



## Business Plan Project Instructions Enterprise Level

*Through this activity, FBLA-Middle Level members will team up with a partner or they may complete this as an individual project. Members will learn to identify a market and reach that market through different promotional activities. Each team has received the funding necessary to start a new business. All activities need to be turned in to the FBLA-Middle Level adviser in a report format once everything has been completed.*

### Report (all reports must be bound)

**Include the following sections in developing the report for the Business Plan. The report must be word processed and the body of the report must be at least three pages in length. Pages may be single or double spaced.**

**Business Overview.** This introduction to the student's report should describe the business concept and explain the rationale behind the slogan and logos of the business. It should also discuss how students plan to create interest in their business.

**Company Description.** This should include the business mission statement. It should also include a vision for the business and the strategies that the student is going to use to achieve this. Goals or objectives of the business should be listed in this section of the report.

**Industry Analysis.** Students are to prepare a description of the relevant industry for their business. Make sure size, growth rates, nature of competition, history, and trends and opportunities within the industry are included in the plan.

**Marketing Plan.** Students need to identify their target market in this section of the report. They should determine the needs of consumers and the components of marketing for their business (product, place, price, promotion, and people); design their business so that it will meet the customer's needs; and identify the different promotional efforts in this section including the different types of advertising that will be used (i.e., slogans, logos, billboards, brochures, print ads, and commercials).

**Human Resources.** Students should identify key employees needed for the business and indicate how the employees will be recruited.

**Summary.** Where do you see the business in three, five, and ten years? Include an evaluation of the business's potential for success or failure and identify priorities for directing future business activities. Students should reflect on any long-term business goals and any risks that they may face within the industry they have chosen.

### Appendices

**Include the following documents in the appendix.**

**Business Name/Goals.** FBLA-Middle Level members must come up with a name for their new business. They need to develop a vision for this business, develop strategies for reaching this vision, and establish goals or objectives for the business. This information will be used in the final phase of the project, when students prepare a written report with the appendices below.

- **Logo.** FBLA-Middle Level members must design a logo and a slogan for their business to be used on correspondence, letterhead, and promotional pieces. This logo will represent the image of the business in the industry.
- **Business Cards.** Students are to design business cards for themselves that include their name, title, business address, phone number, and e-mail address.
- **Letterhead.** FBLA-Middle Level members are to create letterhead that will be used for all correspondence. The letterhead must include the name of the company, student's name and title, company address, company phone number, and company e-mail address.
- **Brochure.** Students are to create a brochure advertising their business. This brochure must include the business logo and a list of the business merchandise or services offered. Include appropriate clip art and pictures.
- **Grand Opening Flyer.** Students are to create a flyer for the grand opening of their business. The flyer should be carefully designed, look professional, and provide a brief description of the products or services that the company provides.
- **Door Sign with Hours.** Students are to create a sign designating the hours the company is open for business. Include the company logo.
- **Welcome Letter.** Students are to prepare a welcome letter in proper business format that could be mailed to prospective customers. This letter should be on the business letterhead and should include a description of the business and an invitation for them to attend the grand opening. Students should include a coupon at the bottom of the page that customers can use on their first visit. The letter should be addressed to "Dear Prospective Customer:" and include the business location, hours, and any other relevant information.

### Report Guidelines

1. Include a cover page on card stock paper with graphics, student's name, class, and name of business.
2. Page number the report.
3. Include a Table of Contents.
4. The following appendices should follow the report:
  - a. Appendix A—Logo and Business Slogan
  - b. Appendix B—Business Card
  - c. Appendix C—Letterhead
  - d. Appendix D—Brochure
  - e. Appendix E—Grand Opening Flyer
  - f. Appendix F—Door Sign with Hours
  - g. Appendix G—Welcome Letter





## Business Math Test and Answer Key

### Enterprise Level

(Calculators may be used.)

*Divide and write the remainders as fractions, reduce to lowest terms.*

- \_\_\_\_ 1.  $\frac{9}{10} \div \frac{3}{4}$   
 \_\_\_\_ 2.  $2\frac{1}{4} \div 1\frac{3}{4}$   
 \_\_\_\_ 3.  $36\frac{2}{3} \div 9$  (Fraction formats should match.)

*Multiply.*

- \_\_\_\_ 4.  $12\frac{7}{8} \times 6\frac{3}{4}$   
 \_\_\_\_ 5.  $33 \times 7\frac{1}{3}$   
 \_\_\_\_ 6. 18 radios @ \$37.50 each  
 \_\_\_\_ 7.  $62 \times 28 \times 74$

*Change the percentages to fractions, reduce to lowest terms.*

- \_\_\_\_ 8. 37.5 percent  
 \_\_\_\_ 9.  $16\frac{2}{3}$  percent

*Change the fractions to decimals.*

- \_\_\_\_ 10.  $\frac{5}{7}$   
 \_\_\_\_ 11.  $2\frac{3}{4}$   
 \_\_\_\_ 12.  $\frac{15}{16}$

*Change the following to percentages.*

- \_\_\_\_ 13.  $\frac{3}{5}$   
 \_\_\_\_ 14. 0.2187  
 \_\_\_\_ 15. 20.6  
 \_\_\_\_ 16. Ginger earned \$29.54 on Monday, \$72.85 on Tuesday, and \$54.15 on Wednesday, took Thursday off, and earned \$72.96 on Friday. Find the total earnings for the week.  
 \_\_\_\_ 17. A fast-food franchise with a monthly advertising budget of \$3,200 decides to set up a media budget. They plan to spend 20 percent for television, 30 percent for newspapers, 15 percent for outdoor signs, 30 percent for radio, and the remainder for bumper stickers. What percent of the total budget do they plan to spend on bumper stickers?  
 \_\_\_\_ 18. Ms. Morris spent \$134 on supplies and \$150.62 on visual aids for her accounting class. She then found that 25 percent of her budget remained. What amount remained?  
 \_\_\_\_ 19. A college with 12,000 students has 4,800 students who are majoring in business. What is the ratio of the business students to the total?  
 \_\_\_\_ 20. Five crates of parts are to be shipped by Federal Express. The crates weigh 56.7 kilograms, 46.3 kilograms, 74.8 kilograms, 68.5 kilograms, and 60.8 kilograms, respectively. What is the total weight of the crates to be shipped?

*Business Math Test Answer Key*

1. $1\frac{1}{5}$	2. $1\frac{1}{2}$	3. $4\frac{1}{27}$	4. $86\frac{1}{32}$	5. 242	10. 71.43
6. \$675	7. 128.464	8. $\frac{3}{8}$	9. $\frac{1}{6}$	10. 71.43	15. 2060 percent
11. 2.75	12. .9375	13. 60 percent	14. 21.87 percent	15. 2060 percent	20. 307.1 kg
16. \$229.50	17. \$160 or 5 percent	18. \$94.87	19. 2.5	20. 307.1 kg	



## FBLA-Middle Level Project Planning Form

### Enterprise Level and Chapter Excellence Award

Name of Project: \_\_\_\_\_

Proposed Date and Time: \_\_\_\_\_

Why are we doing this project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who will benefit from this project? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of people assisting: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Funding Required: \$\_\_\_\_\_ Received approval: ☐ Yes ☐ No

Description of the project (what will be accomplished, what impact will it have, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of publicity planned: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Outstanding Chapter Award of Merit Chapter Excellence Award Program

### OUTSTANDING CHAPTER AWARD OF MERIT

#### Program Overview

*The Outstanding Chapter Award of Merit recognizes outstanding local chapters that have actively participated in projects and programs identified with the goals of FBLA-PBL, Inc.*

#### Eligibility

Active local FBLA-Middle Level chapters must be nominated by the state chairman/adviser and be on record as having paid national dues by March 1 of the current school year.

#### Regulations

1. The state chairman or designee must complete the Outstanding Chapter Award of Merit FBLA-Middle Level entry form and certify that the chapters listed have met their state's criteria.
2. Each state may select two (2) chapters or up to 15 percent of the total active chapters (based on March 1 membership numbers), whichever is greater. (If the percentage results in a fractional number, it is rounded up to the next highest number.)
3. Prior to the nomination, each local chapter must submit a copy of the Local Chapter Activities Report to the state chairman/adviser.
4. If no state chapter exists, nominations may be made directly to the national center.

#### Procedure

The suggested criteria for the FBLA-Middle Level Outstanding Chapter Award of Merit should serve as a guide for the state chapter in the evaluation process. Criteria may include:

- Paid state and national dues by October 20.
- Conducted activities identified with the FBLA-PBL goals.
- Participated in the Middle Level Achievement Program (MAP).
- Participated in school and community service activities.

- Promoted FBLA-Middle Level to the school and community.
- Invited business and professional men and women to become involved in chapter activities.
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings.

#### National Recognition

Chapters receiving this award will receive certificates of achievement.

### CHAPTER EXCELLENCE AWARD

This chapter membership recognition program recognizes a FBLA-Middle Level chapter's participation in a variety of projects and activities from the areas of service, education, and leadership. This program encourages local chapters to plan projects and participate in activities in these areas to enrich the experiences of chapter members, which in turn help to increase local chapter membership. Chapters that go above and beyond in their FBLA-Middle Level participation are awarded with national recognition.

All FBLA-Middle Level chapters are eligible to compete for the Chapter Excellence Award each year: 10 activities must be completed. Chapters completing the necessary requirements receive:

- Certificate of Recognition.
- Inclusion on the Outstanding Chapter Honor Roll, which appears in national publications and on the national Web site.

Simply copy and fill out the cover sheet, attach the entry form and any supporting documentation, and submit the package by April 1. Accompanying forms may be found immediately following this section.

All entries become the property of FBLA-PBL, Inc. and will not be returned. FBLA-PBL, Inc. reserves the right to use submitted materials for its national publications.

**Due Date:** Must be postmarked by April 1.

**Mail to:** FBLA-Middle Level Achievement Program—Chapter, 1912 Association Drive, Reston, VA 20191-1591.



## CHAPTER EXCELLENCE AWARD Entry Form


**Note:** Attach the cover sheet, entry form, and all documentation, postmarked by April 1. Chapters must complete 10 activities from the three (3) sections. The Chapter Excellence Award is presented at the local level with a certificate.

School/Community Service Complete three (3) activities.	Education Complete three (3) activities. The first two (2) are required.	Leadership Complete four (4) activities.
<input type="checkbox"/> 1. Plan a service project for your school or community (i.e., computer classes for children or senior citizens, babysitting services for Parent/Teacher Conferences, typing services for faculty, bowl-a-thon to raise money for a charity, read stories to kindergarten students). <i>(Attach the completed Project Planning Form on page V-32.)</i>	<input type="checkbox"/> 1. <b>Required.</b> Submit at least one member's name who has completed the Business Level or higher of the Individual Membership Recognition Program. Member Name: _____ Program Level: _____ Date Submitted: _____	<input type="checkbox"/> 1. <b>Required.</b> Complete the Leadership/Chapter Checklist. <i>(Attach completed form on page V-38.)</i>
<input type="checkbox"/> 2. Donate at least one (1) of your member's services to a local business or a faculty member. <i>(Have a member attach a 100-word summary describing what he/she learned from this experience.)</i>	<input type="checkbox"/> 2. <b>Required.</b> Have one of your officers prepare minutes from a local chapter meeting. <i>(Attach completed minutes worksheet on page V-37.)</i>	<input type="checkbox"/> 2a. <b>Required.</b> Increase or maintain your chapter membership. <i>(Attach membership roster.)</i> _____ 2006–07 members    2007–08 members <b>OR</b> <input type="checkbox"/> 2b. <b>Required.</b> Sign up all students in a business class. <i>(Attach 100 percent Class Participation form on page V-41 and a copy of the class roster.)</i>
<input type="checkbox"/> 3. Write a press release about the March of Dimes or about FBLA-Middle Level to promote your chapter during FBLA-PBL Week. <i>(Attach a copy of this press release—see the Public Relations section of the CMH for ideas on how to write press releases.)</i>	<input type="checkbox"/> 3. Prepare a local chapter Treasurer's Report for one of your chapter meetings. <i>(Attach a copy of the completed Treasurer's Report, page III-4.)</i> See the Local Chapter Organization section of the CMH for a sample Treasurer's Report.	<input type="checkbox"/> 3. <b>Required.</b> Conduct the M&M® icebreaker at one of your chapter meetings. See page V-39 for the activity. <i>(Have one of the members attach a 50-word summary describing this activity and the effect that it had on the local chapter meeting.)</i>
<input type="checkbox"/> 4. Volunteer your chapter's services to benefit someone with special needs in the community (i.e., volunteer at a homeless shelter, rake or mow yards for the elderly in the community, volunteer to help the Salvation Army, participate in a community Walk America for the March of Dimes, participate in Join Hands Day). <i>(Attach a 100-word description of this activity.)</i>	<input type="checkbox"/> 4. Sponsor a CEO Day where members dress in professional business attire. <i>(Attach a news release describing this project.)</i> See the Public Relations section of the Chapter Management Handbook for samples of a news release.	<input type="checkbox"/> 4. <b>Required.</b> Invite your school principal to attend a local chapter meeting or a local event. <i>(Attach letter.)</i>

 \_\_\_\_\_  
 Student's Signature

 \_\_\_\_\_  
 Lead Adviser's Signature

 \_\_\_\_\_  
 Date



# Minutes Worksheet

## Chapter Excellence Award

**Meeting** of the \_\_\_\_\_ Chapter of Future Business Leaders of America.

**Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Place** \_\_\_\_\_

**Presiding Officer** \_\_\_\_\_

Number of Members Present \_\_\_\_\_ Absent \_\_\_\_\_

**Minutes of Previous Meeting** \_\_\_\_\_

**Treasurer's Report** \_\_\_\_\_  
(State if accepted, corrected, etc.)

(Amount of balance on hand reported.)

### **Committee Reports**

Report of \_\_\_\_\_ Committee. \_\_\_\_\_

### **Unfinished Business**

Item \_\_\_\_\_ Presented by \_\_\_\_\_

How handled? \_\_\_\_\_

### **New Business**

Item \_\_\_\_\_ Presented by \_\_\_\_\_

How handled? \_\_\_\_\_

### **Announcements** \_\_\_\_\_

### **Summary of Program** \_\_\_\_\_

**Guests Present** \_\_\_\_\_

**Time of Adjournment and How** \_\_\_\_\_

Chapter Secretary \_\_\_\_\_

Date \_\_\_\_\_





## Leadership/Chapter Checklist

### Chapter Excellence Award

Okay	Needs Improvement	Items
		1. Do we hold regular chapter meetings?
		2. Do we have a written agenda for our meetings?
		3. Are minutes recorded and read at our chapter meetings?
		4. Do we publicize our meetings?
		5. Do we make assignments at our meetings?
		6. Do we follow through with our assignments?
		7. Do all participants at our meetings have equal opportunity?
		8. Do we encourage new members of our chapter to participate?
		9. Do we teach and demonstrate leadership principles?
		10. Do we conduct progress reviews to check our accomplishments?
		11. Do we recognize and compliment others for their efforts?
		12. Do we set worthwhile goals?
		13. Do we communicate our goals and our accomplishments?
		14. Do we plan our activities?
		15. Do our officers and our members understand our mission?

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 President's Signature

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 Adviser's Signature

---

 Date



## The M&M<sup>®</sup> Guide to Meeting New People

### Chapter Excellence Award

**Instructions:** Everyone in the meeting gets three note cards and a small bag of M&Ms. Ask FBLA-Middle Level chapter members to pick three M&Ms—each a different color. On the index cards students:

- Write their name.
- Write their e-mail address (if applicable).
- Write the years that they have been in FBLA-Middle Level.
- Write the answer to the questions that match the color of M&Ms that they chose.

FBLA-Middle Level chapter members then go around the room and introduce themselves to three different people and tell them their name, their e-mail address, and the years they have been in FBLA-Middle Level. Switch all three cards with three different people—when students are done they will have names, e-mail addresses, and information about three new friends.

**Orange** – What is your favorite color?

**Red** – What is your favorite food?

**Blue** – Why are you interested in FBLA-Middle Level?

**Yellow** – What is your favorite television show?

**Green** – What is your favorite activity?

**Brown** – Who is your favorite music artist?